Thank you for your interest in setting up an internship with students from the University of Texas at El Paso (UTEP)!

Companies and organizations typically hire interns for a few reasons:

• To create a pipeline of talent, using the internship to assess potential candidates, and determine whether their skills and temperament are a good fit with your organization.

• To undertake projects that permanent staff are unable to tackle, and that are within the talents of students. These students are focused on learning transferable skills.

• To develop stronger relationships with the university community.

Some employers seek a combination of these in their internship programs, depending on their needs and goals. Internships are also a great way to help students gain practical work skills, to enhance their education, and ultimately their employability.

We are here to guide you. Please count on us!

“Brenda is doing an excellent job for the City. She is working with HUD loans and has been doing well. I am very pleased with her work. I only wish we could add her as a permanent employee.”

- City of El Paso
TWO FORMS OF INTERNSHIP EXIST AT UTEP

NON-CREDIT
These are managed by the Career Center. They must be professionally developmental, and consist of at least 120 hours of commitment each semester. No homework or papers are involved, although there is a brief evaluation at the end of each semester, for both intern and supervisor. Students do not pay tuition for the non-credit course.

FOR-CREDIT (ACADEMIC)
These are done in collaboration with an academic program, within a department. Each department has different criteria, which must be worked out between employer, student and the department faculty. The internship will be a part of the student's degree plan, so of course must teach the students certain expected lessons, and may require reports, papers or other deliverables. Students do pay tuition for the class associated with this type of internship.

THINGS TO CONSIDER BEFORE GETTING STARTED

JOB DESCRIPTION
Create a clear outline of what is expected of the intern, although some adaptability is in order, depending on the specific skill set of the student hired.

QUALIFICATIONS
1. What majors will have the skill set and mindset for the internship?
2. What classification of student will meet your needs? Do you want to start with freshmen and sophomores, and train them towards your company's philosophy and work style? Do you need someone with more academic grounding, like a junior, senior or even master's student?
3. Do you have a specific Grade Point Average (GPA) you are targeting?
4. Are you willing to hire international students, or are you restricted to U.S. citizens and/or residents?
5. Are there specific skills required? Are there some you are willing to train?

FULL TIME VS. PART TIME
Full time interns are typically not enrolled in classes at the same time, or might take only one or two classes. Students will usually work normal hours for the company, and usually stay for a summer, a semester, or at most a combined summer/semester duration, but they do need to return to a full class load after that. These internship work sites can be local or out of the area.

Part-time interns are usually at local work sites, and enrolled concurrently at UTEP. These positions can continue indefinitely, so long as the student continues to make academic progress. Students usually work a flexible schedule, within the normal operating hours of the organization.
WAGE/SALARY

In the for-profit sector, minimum wage or above is recommended. There is a provision for unpaid internships in the private sector, but it is discouraged, due to several high-profile lawsuits. (Learn more at U.S. Department of Labor website: http://www.dol.gov/whd/regs/compliance/whdfs71.pdf) In the non-profit and government sectors, it is more common to find unpaid internships, but in these cases we also recommend a wage.

Most college students are not in a position to accept a long-term commitment without compensation. Students need an income stream to pay for school expenses. As a result, we have observed that students shy away from these opportunities, and the candidate pools for unpaid internships are typically not strong. We highly recommend paying interns where possible, and can provide information on average salaries for interns based on major and classification.

STARTING AND ENDING DATE

Most students think and plan in terms of the academic calendar, so it may be helpful to consider start and end dates that align well with that schedule:

• Fall: late August to early December
• Spring: mid-January to early May
• Summer: early June to late July

MENTORSHIP

Determine who among your staff can serve as a good mentor. This may be the supervisor, or it may be someone else, but make sure to pick someone who has a knack for it. Returning interns will share their experiences, so choose someone who will help them grow, provide good guidance, and facilitate relationship building with your next interns.

EVALUATION OF INTERN AND OF PROGRAM

Make sure to establish clear expectations, both of the intern(s), and of the program itself. The first time through often still has room for improvement, either in the hiring process, in the implementation, or even other elements.
APPLICATION PROCESS

1. When ready with all the details, the position needs to be posted in Job Mine, the Career Center’s database for connecting students with jobs.

2. You can have students apply through Job Mine, which will provide you with notifications by email. Or, you can have the job posting refer them to a web page, or an email address to submit their documents. The Career Center will send an email to all students who meet your indicated criteria of major, classification, GPA, and citizenship (if necessary).

Additional support in managing the applicant pool is available throughout the process.

You are welcome to use the six interview rooms at the Career Center, once you have narrowed down your candidate pool. Local companies may wish to conduct interviews on-site, in order to give the candidates a better idea of the operation.

3. Let us know if you hire someone! We need to note the experience on their transcript.

OTHER WAYS TO CONNECT WITH CANDIDATES

• Post a permanent job in Job Mine

• Attend a Career Fair
  September: Career EXPO
  February: Career Connections
  March: Internship & Part-time Job Fair

• Host an information session on campus

• Set up an information table on campus

• Speak to student organizations

For more information, contact
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